



## Site Profile

Site Profile module is role based and divided into 2 sections.

508 Tracking – tracks 508 Review Process

Users – Content Manager, Web Administrator, 508 Reviewer.

ETA Tracking – tracks the ETA Compliance Audit process.

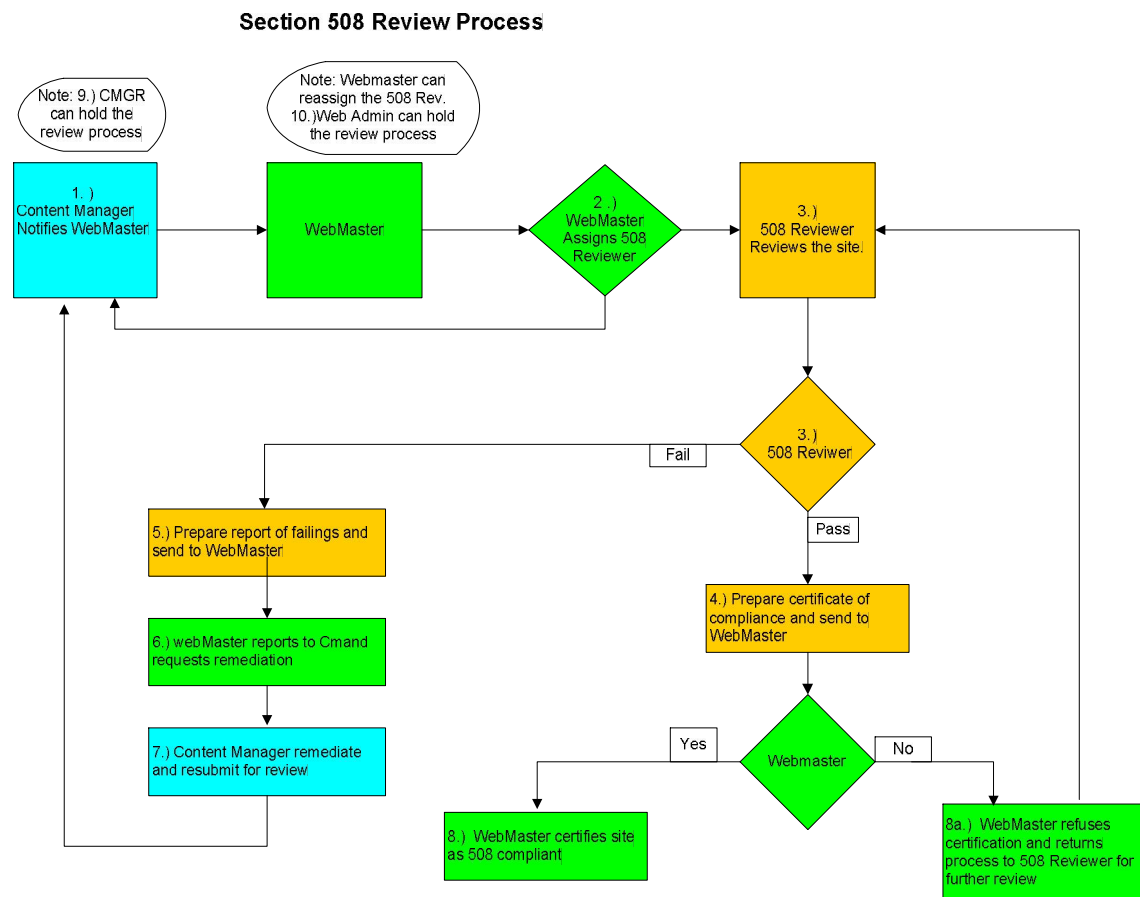
Users – Web Administrator, Auditor and Content Manager.

After login click Site Profile Button on the left. Following Site Profile screen will be displayed.



- 1.) Select Site Name from drop down list box to see the summary, 508 Certificate, ETA Compliance Certificate or report of failing
- 2.) **508 Tracking:** Click 508 Tracking Button to start a 508 Review process
- 3.) **ETA Tracking:** Click ETA Tracking Button to start the ETA compliance audit tracking.
- 4.) **Report:** Click the Reports Button to see a report by *Individual Site*, *508 Review*, or *ETA Compliance Review*.

## 508 Tracking Flowchart



## 508 Tracking Content Managers

When a Content Manager clicks '508 tracking' button following screen is displayed.



The first line displays login content manager name and his role.

**Action Needed Site Names:** List of site names which have been returned by 508 Reviewer and Web administrator for “Request Remediation” which need action to be taken by Content Manager. Click link to go to the detail page. If no action needed for content manager then no sites displayed.

**Other Sites:** Dropdown list of site names that are assigned to the login Content Manager but where the 508 process has not started yet. The first choice is “Add New Site”. If the site is not in the dropdown list box, select “Add New Site” or select the name from the dropdown list to go to the review add screen where you can initiate the 508 review process.

### **Add New Site and 508 Reviews Add:**

If the site name is not in the dropdown list Content Manager Adds a new Site and initiates the 508 Review process in the same screen by selecting Add new site from dropdown list. See the screen below.

The screenshot shows a web browser window with the title 'Production DOL ETA Web Management System - Audit'. The browser's address bar shows 'spideOffice - Time & Status Reporting'. The page has a blue header with the text 'Site Profile' and a search bar with 'Keyword', 'URL', and 'Title' filters. On the left, there is a vertical menu with buttons for 'Content', 'Reports', 'Site Profile', 'Request', 'Meta Tags', 'Fast Tag', 'Yellow Pages', and 'Utilities'. Below the menu are 'Submit', 'Cancel', and 'Log Off' buttons, and the 'webzerv' logo. The main content area is titled '508 Review Add' and contains the following fields: 'Site Name' (required), 'Home URL' (required), 'Content Manager' (dropdown menu showing 'Bond, Keith'), 'WebMaster' (dropdown menu showing 'Baines, Venus'), 'Start Date' (text input showing '12/06/2006' with a date format hint '(mm/dd/yyyy)'), and a 'Comments' text area. A red asterisk and the text '\*Required field.' are at the bottom right of the form.

**Site Name:** Insert Site name – required field

**Home URL:** home page – required field

**Note:** It is important to insert the correct Home URL name in order to spider the URL's from the site.

**Content Manager:** Login Content manager is selected in the dropdown list by default. – field is editable **Webmaster:** Venus Baines is select by default **Start Date:** Today's Date by default – editable **Comments:** Comments are made a part of the email when the email is sent to Webmaster on submit. After completing the information click 'Submit' to save and 'Cancel' to go back to the previous page. On submit the site is created, 508 process is initiated and an email notification is sent to the Webmaster.

### **508 Reviews Add:**

If you select site name from dropdown list, the page will refresh and Review add screen will be displayed as follows:

The screenshot shows a web application interface for the 'Web Page Management System' by ETA (U.S. Department of Labor, Employment and Training Administration). The page is titled '508 Review Add'. On the left, there is a 'Site Profile' sidebar with a menu containing 'Content', 'Reports', 'Site Profile', 'Request', 'Meta Tags', and 'Utilities'. Below the menu are buttons for 'Submit', 'Cancel', and 'Log Off', and a 'webserve' logo. The main content area contains the following fields: 'Site Name' (text input with 'http://www.doleta.gov/slmis/'), 'Content Manager' (text input with 'Ali, Faisal'), 'WebMaster' (dropdown menu with 'Baines, Venus'), and 'Start Date' (text input with '01/28/2005' and a '(mmAdd/yyyy)' hint). Below these fields is a 'Comments' section with a text area containing the text 'Please start this review process'. At the top right of the main area, there is a search bar with 'Keyword', 'URL', and 'Title' filters.

**Site Name:** Selected site name. – Read only. **Content Manager:** Login (assigned) content manager for the selected site. **Webmaster:** Dropdown list of web administrator. Venus Baines by default – at present nothing to select. – Read only **Start Date:** Today's date by default. The date can be changed. **Comments:** Content Manager can write his comments and click 'Submit' button. A confirmation page will be displayed and email notification will be sent out to Venus Baines and a carbon copy to the login content manager.

## Web Administrator

When a Web Administrator clicks 508 tracking button following screen is displayed



Venus Baines is a system administrator so she can work as a Content Manager, Web Administrator or 508 Reviewer. By default she will work as a Web Administrator.

**Action Needed Site Names:** List of site names where a.) 508 Process is initiated by content manager. b.) 508 Process reinitiated if process stopped for any reason in the past by the content manager or web administrator c.) Sites back after content manager has made corrections to sites failed by 508 Reviewer and sent for request remediation. d.) Sites passed by 508 Reviewer.

Click the site link which will take you to the detail page.



## Detail Screen

The detail screen changes depending upon site status. If 508 Process is initiated by content manager you will see the following screen.

Review history			
Detail Date/Time	Status	From	To
1 01/26/2005 15:45:63	Content Manager notifies Webmaster	Ali, Faisal	Baines, Venus

- In this screen Web administrator a) assigns 508 Reviewer from the dropdown list b) insert the Requested End Date c) Puts comments if any. d) Clicks Submit button -508 Reviewer is notified by email and a cc is sent to Web Administrator. e) Web Master can also stop the process for any reason by selecting the Stop Review Process radio button and then click 'Submit' If process stopped content manager will be notified. If process is reinitiated, nothing to select on this screen. (comments if any) and Click 'Submit' button.
- If a Site is failed by 508 Reviewer and returned to Web master – *Request Remediation* and *Stop Review Process* radio buttons are displayed. a) Select Request Remediation button b) Put comments if any. c) Click Submit button – email is sent to Content Manger and cc to Web Master.
- If site is passed by 508 Reviewer and returned to Web master – *Certify Site* and *Back to Reviewer* radio buttons are displayed.
  - a) Select Certify button b) Put comments if any. b) Click Submit button – notice of certification is sent to Content Manager and cc to Web Master. Alert box shows if you want to initiate Audit process. c) Page is refreshed and Request

ETA comp. End date field is displayed. Fill in the Requested ETA Compliance End date and click submit and audit is initiated. You can click cancel if you do not wish to start the audit immediately. The audit process can be initiated by WebAdmin from the ETA Tracking module.

NOTE: Webmaster can ask Reviewer to review again by clicking Back to Reviewer with comments. Webmaster is able to Stop Review Process any time.

**Review history** is displayed at the bottom of the page. The current status is displayed in red color.

### 508 Reviewer

When a 508 Reviewer clicks 508 Tracking button following screen is displayed



Login reviewer role and name is displayed.

**Action Needed:** List of site names that are assigned to the login 508 Reviewer and which needs action to be taken by the reviewer are displayed. Click the link which will take you to the detail page.

**Other Sites:** Drop down list of other sites in process where the login 508 reviewer is assigned.

### Detail Screen

After Reviewer finishes his 508 compliance review he can pass or fail the site. If site failed select Fail radio button and write comments. Attach report and then click



Submit. An email notification is sent to Web Administrator that the site failed is not 508 compliant.

**Site Profile** 508 Review Add

Content Manager: Ali, Faisal  
WebMaster: Baines, Venus  
508 Reviewer: Jibodu, David  
Start Date: 01/06/2006  
End Date: 01/31/2006

☐ Pass ☐ Fail

Explanation

Attachment

**Review history:**

Detail	Date/Time	Status	From	To
1	01/06/2006 14:00:00	Webmaster assigns to 508 Reviewer	Baines, Venus	Jibodu, David

If site passed, select Pass radio button, write comments. Attach the certification and then click Submit. An email notification is sent to Web Administrator that the site is passed and certified.

- NOTE:
- a.) Final certification is given by the Web Administrator
  - b.) Webmaster can hold certification by asking the Reviewer to reconsider his/her findings.

The status of certified sites can be viewed in Site Summary.

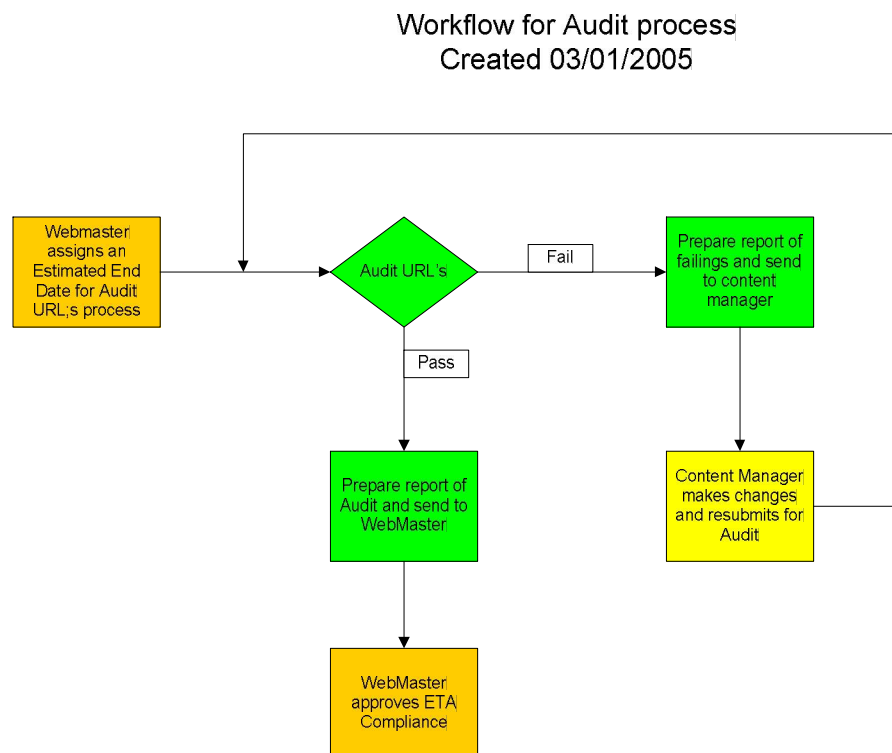
**Review history** is displayed at the bottom of the page. The current status is displayed in red color.

## ETA TRACKING

ETA Tracking process is similar to the 508 tracking process with a few differences.

ETA Tracking (audit) is initiated by Webmaster from 508 tracking (if started immediately after 508 certification) or from ETA Tracking (if Webmaster chooses to initiate at a later date). After Auditor finishes his audit, he sends a failing report to Content Manager or a passing certificate to Webmaster, who in turn certifies for ETA Compliance. See flowchart below. This module functions similar to 508 tracking.

### ETA Compliance Audit Tracking process -flowchart



## Reports

When you click Reports button from the Site Profile module following screen is displayed.



Three types of reports can be run from this module.

**By Individual Site** – This is a summary report. Copy of the 508 or ETA Compliance Certificate or failing report can be obtained from this report by clicking the appropriate link

**508 Review** – displays current status of each site in 508 Review ETA Compliance

**Audit** – Displays current status and certification dates of each site-.

**NOTE: Audit Error Report can be run by the Content Manager, Auditor or Webmaster from the Reports Module.**